

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF COMMUNITY AFFAIRS**

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**CDBG****Community Development Block Grant Program****MANAGEMENT MEMORANDUM****Memorandum Number: 998****TO: All Eligible Jurisdictions and Interested Parties****DATE: December 30, 1999****SUBJECT: Introduction of New Cash Request, Program Activity Report and Lump Sum Draw Down Report Form and Discussion on Fiscal Record Keeping Requirements for the CDBG Program****Purpose of this memo:**

To notify all eligible jurisdictions and interested parties of the dates and locations of fiscal training workshops. The newly developed report form combines the three fiscal reports, listed above, required by the CDBG program. Instructions for completing the new fiscal report will be presented along with a discussion on record keeping and other CDBG fiscal requirements. State CDBG staff will be available before and after the workshops to meet with interested parties to provide technical assistance and answer any questions.

Who should attend:

The fiscal workshops are most important to program staff who oversee the operation of the CDBG program and fiscal staff responsible for the fiscal record keeping of grant funds. We highly recommend that both program and fiscal staff attend to better understand each party's responsibilities in respect to the financial management requirements of the CDBG program.

For further information:

Please contact the CDBG Program Secretary at (916) 445-6000 or Beth Wilburn at (916) 327-3642 or Harold Nakatsu at (916) 327-3619.

Schedule and Location of FY 2000 Fiscal Workshop

Dates and locations: Six workshops will be held around the state. The workshops will be from 9:00 a.m. to approximately 3:00 p.m. Registration will be from 8:30 a.m. to 9 a.m.

Sacramento Tuesday, January 25, 2000

Elks Lodge
6446 Riverside Blvd.
Sacramento, California

Goshein Thursday, January 27, 2000

Community Service District
6678 Avenue 308
Goshein, California

El Centro Tuesday, February 1, 2000

City of El Centro
City Council Chambers
1275 Main Street
El Centro, California

Sacramento Thursday, February 3, 2000

Elks Lodge
6446 Riverside Blvd.
Sacramento, California

Arcata Tuesday, February 8, 2000

Redwood Park Lodge
Redwood Park
Arcata, California

Red Bluff Thursday, February 10, 2000

Red Bluff Community Senior Center
1500 South Jackson Street
Red Bluff, California